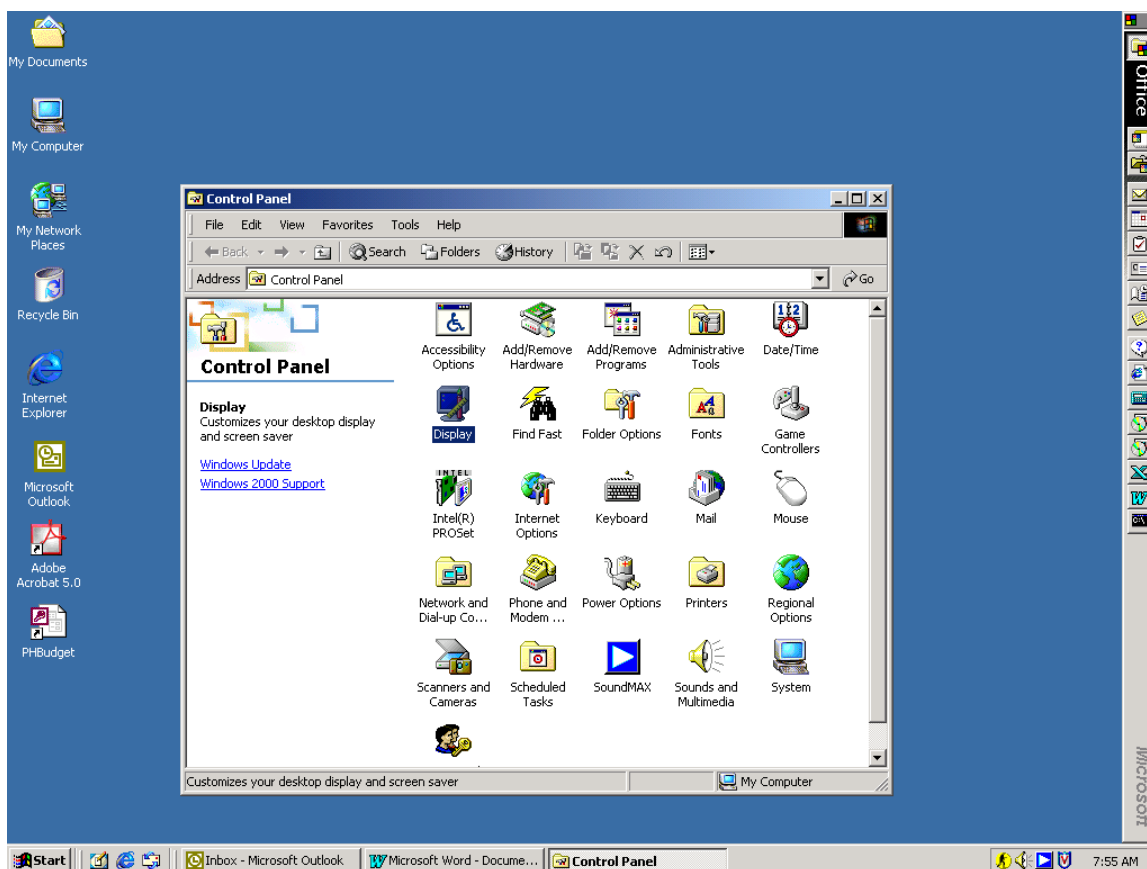# DEPARTMENT OF PUBLIC HEALTH

Automatic Computer Screen Lock

The following instructions will enable an Automatic Computer Screen Lock procedure. This means that if you leave your desk for 5 minutes or more, your computer screen will automatically lock.
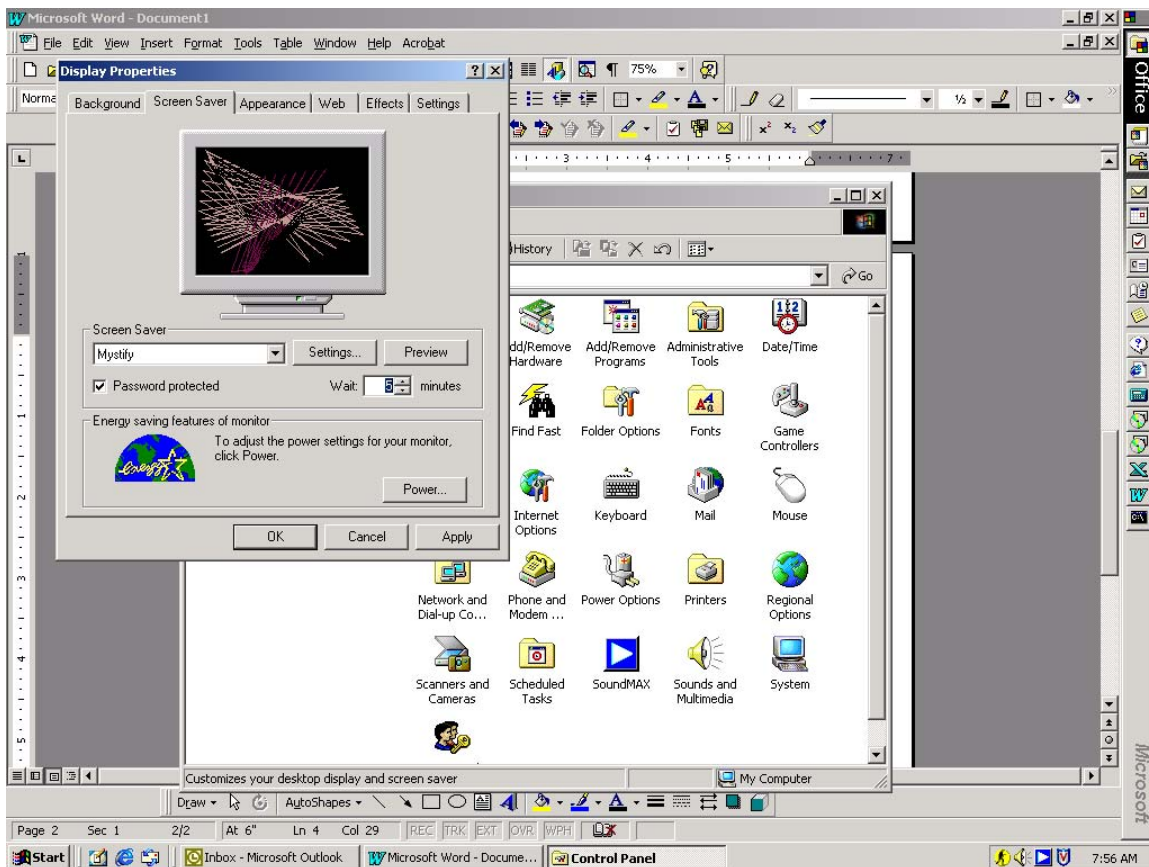
This will safeguard Protected Health Information (PHI) from unauthorized use or disclosure.

1. Click on the **Start** button
2. Select **Settings**
3. Then select **Control Panel**
4. Double Click on the **Display** icon.

Automatic Computer Screen Lock
(Continued)

5. When the Display box opens, click on the *Screen Saver* file.

6. Check the box for *Password Protected*, and change the *Wait* to **5** minutes.

7. Click the **OK** Box

To Unlock Your Computer:

1. Press the *Ctrl, Alt,* and *Delete* keys at the same time

2. Type in your password in the box indicated (the password you use to log onto the computer in the morning), and hit the *Enter* button.

Atch A